



## Communications Associate

Food Recovery Network is the largest student movement against food waste and continues to be a leading voice in our nation's shift from food waste to food recovery. We are looking for a person who can plug our microphone into the amplifier and turn our volume up to 11.

The Communications Associate will gain firsthand experience working with student leaders to start and support campus food recovery programs, and will work directly with the Director of Development and Communications to refine and implement FRN's communication strategy. This will include managing FRN's social media accounts, bolstering our traditional media presence, and supporting grant writing.

As an organization rooted in student activism and leadership, Food Recovery Network places great emphasis on career development; encouraging innovation and ownership of projects; and providing opportunities for our team to advance their professional goals. By joining us, you will work with the founding team and other young leaders with a social entrepreneurial spirit.

**Preferred start date:** July 5, 2016

**Hours:** The position requires 40 hours of work per week. Work hours are from 9:30 am to 5:30 pm with a "flex Friday" option every other week; occasional work after traditional hours may be required, especially around conferences and other national events and campaigns.

**Compensation and benefits:** FRN will offer a competitive entry-level salary, commensurate with experience. Details will be available during the interview process. Benefits include a transportation, communications and gym stipend, 15 days of paid time off, and snacks at the office.

**Location:** Food Recovery Network is located in an open office setting in the heart of College Park, Maryland in close proximity to the University of Maryland, College Park. The College Park metro station is a 10 minute walk from the office; from here you can travel throughout the Washington, DC metro area. Please note that you must commit to working from the FRN National office; we are not considering remote employees.

### The Communications Associate will:

- In partnership with FRN's Director of Development and Communications and the Communications team, continue to develop and refine FRN's overall communication strategy
- Maintain and grow FRN's social media presence, including actively managing FRN's Facebook and Twitter accounts, and staying abreast of new social media platforms
- Assist with grant writing and reporting
- Coordinate digital fundraising and outreach campaigns
- Secure sponsors for the annual National Food Recovery Dialogue
- Further develop FRN's brand through graphic design
  - Oversee process of new swag design
- Maintain a working relationship with 20+ FRN chapter leaders to:
  - Establish new FRN programs with student leaders of all levels
  - Expand the capacity and impact of official FRN chapters
  - Plan and execute campaigns related to volunteer recruitment and retention, raising awareness and making change around hunger and food waste issues, among other topics

- Develop meaningful and mutually beneficial relationships with hunger-fighting agencies in their communities
- Collect and organize vital information from each chapter and use it to enhance connections and collaboration across the FRN movement
- Participate in weekly collaboration with other Associates and Fellows who work directly with student leaders

**Qualifications:**

**Required:**

- Bachelor's Degree
- Experience using/managing social media for an organization
- Campus organizing experience, including a demonstrated ability to rally and support others to join a cause or organization
- Impeccable attention to detail and robust organizational skills
- Excellent written and oral communication skills, specifically comfortable having in-depth phone meetings and conversations
- Proficiency with Google Apps, Microsoft Office Suite and other similar software; ability to learn new platforms successfully
- Graphic design experience
- Ability to deliver in a dynamic, fun, and results-oriented environment
- Positive and motivational attitude when working with students
- Interest and excitement around collaboration
- Must be able to provide your own cell phone for daily work use

**Preferred:**

- 1-2 years working at a nonprofit
- Familiarity with MailChimp and Salesforce
- Demonstrated success gaining traditional media attention
- Demonstrated success fundraising
- Familiarity with food justice issues

**In addition, the following traits will be conducive to your success at FRN:** Self motivation, willingness to take initiative, solutions-oriented outlook, great sense of humor, positive attitude, ability to perform individually and on a team, excited by the idea of always trying something new (think startup), hunger for change (and other delicious things).

**Application Instructions:** Please send a single PDF attachment including a resume, cover letter, writing sample [maximum 1 page, ex: polished blog post, excerpt from a course paper], and contact information for two professional and/or academic references to [hiring@foodrecoverynetwork.org](mailto:hiring@foodrecoverynetwork.org). Applications will be considered on a rolling basis through April 8, 2016.

**Should you wish to be considered for both the Communications Associate and Programming Associate positions, please submit only one application and indicate your primary interest in your cover letter.**

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*Food Recovery Network is an equal opportunity employer that does not discriminate on the basis of age, political affiliation, race, national origin, ethnicity, gender, gender identity, disability, sexual orientation, or religious belief. Members of underrepresented groups are encouraged to apply. We accept that everyone we work with has their own way of doing things, inspired by experience and creativity and we are flexible and adaptable to ensure that everyone can make unique contributions to the food recovery effort.*